

ADMINISTRATIVE - INTERNAL USE ONLY

10 January 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (3 - 9 January 1985)

A. PROGRESS ON ACTION ITEMS

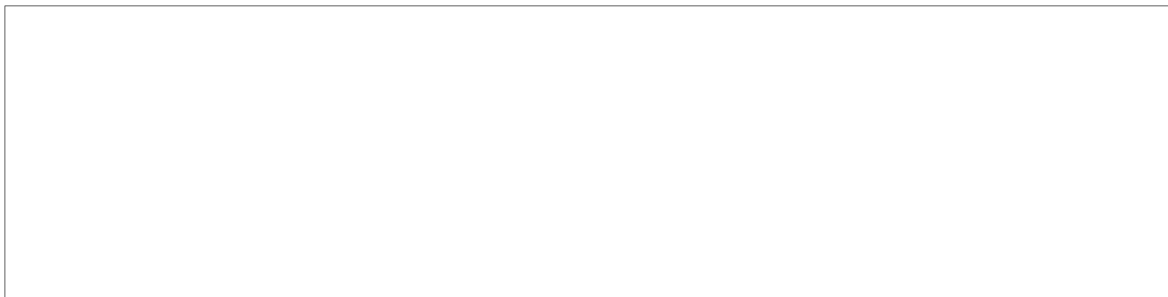
B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Component Surveys. Chief, Information Resources Management Division (IRMD), met with the Chief, Support Services Center (C/SSC), Office of Management, Planning, and Services, O/DDI, to discuss OIS' survey of component information handling practices and records management programs. C/SSC learned of the results of the IRMD survey in the Office of Imagery Analysis and wanted to know what IRMD's capabilities were to survey other DI offices. He described a serious space problem that the DI was experiencing and wondered if a survey could reduce paper holdings in components resulting in some space savings. C/IRMD explained that an OIS survey might reduce component file holdings, but the purpose of a survey was broader than simply saving space; it encompassed the ten elements that comprise the Agency's Information Management Program. C/SSC asked if a representative of IRMD would be willing to brief the directorate's administrative or executive officers on our survey capabilities and their potential benefit. Arrangements are being made for such a briefing.

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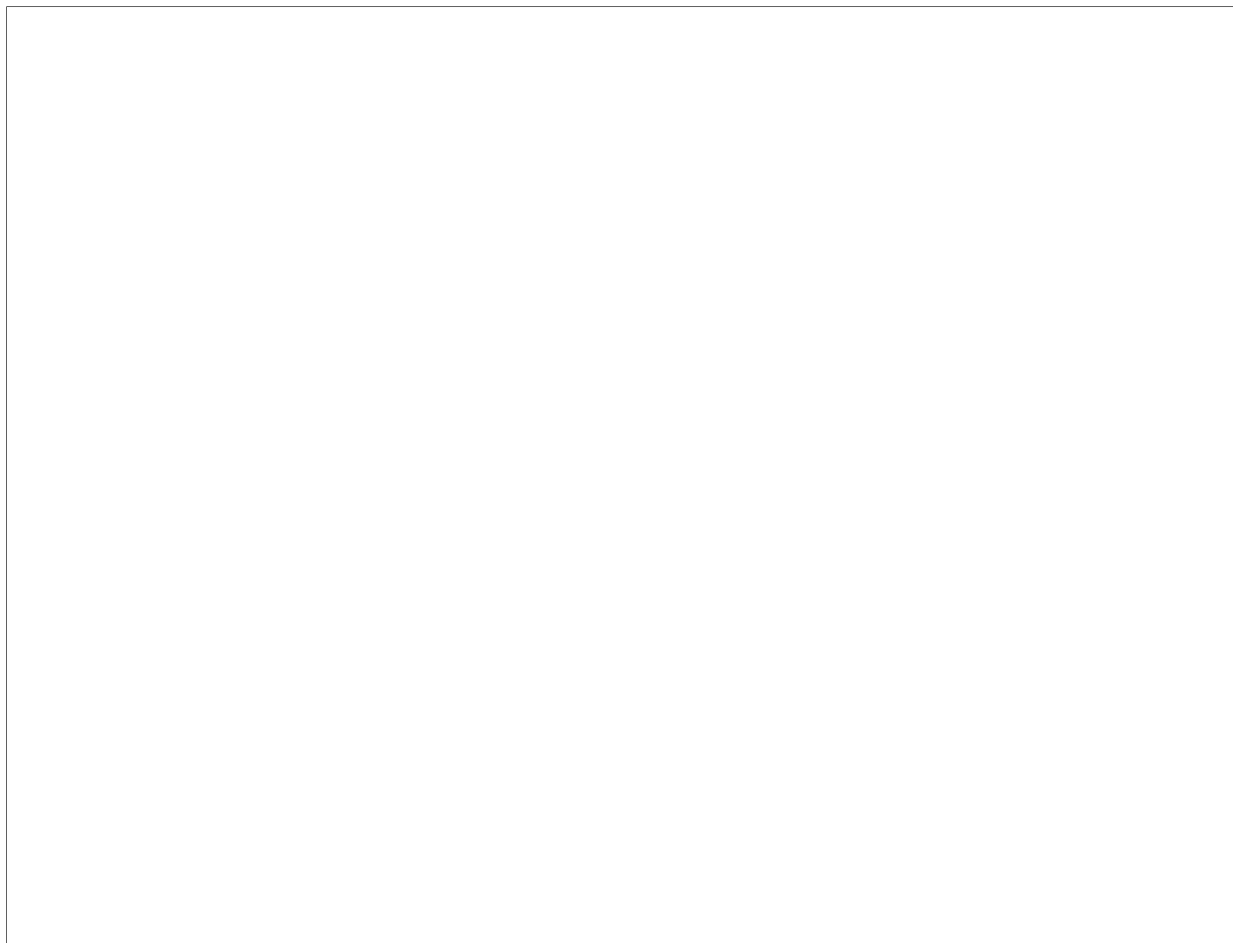
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3. Records Center. Records Center personnel completed the destruction of 972 cubic feet of National Intelligence Survey (NIS) supplemental copies. This destruction was the result of an agreement made last year between the Office of Global Issues and the Office of Central Reference (OCR). Under the agreement, OCR will provide supplemental hard copy distribution of only the latest version in each NIS series.

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8 January 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources
Management Division, 2-8 January 1985

1. Work in Progress

a. Ames Building ISC. Personnel of the Ames Building Information Services Center (ISC) are continuing their training on the computer terminals and menus of the automated document control systems they will use in logging documents for OIS, the Office of Global Issues, the Office of Research and Development (ORD), and the Intelligence Community Staff. This familiarization training will run for two weeks, whereupon document control by the ISC will be automated.

Plans are underway for the Ames Building ISC to assume ORD's registry functions beginning 4 February. Chief, Information Control Branch, and Chief, Ames ISC, met with the ORD Records Management Officer and her supervisor this week to discuss the details of the transfer and the procedures involved.

b. Component Audits. The audit of OIS's records management program and information handling practices is nearing completion. The survey of IRMD will be finished this week with a review of the Archives and Records Center Branch. A survey of the D/OIS staff will begin this week, bringing the initial phase of the audit to conclusion.

2. Significant Events and Activities

a. Secretarial Task Force. Chief, IRMD, attended a meeting of the DA Task Force responsible for reviewing PMCD's Secretarial Study. [REDACTED], Office of Communications, chaired the meeting, which reviewed PMCD's nine recommendations. The session generated considerable discussion among the participants, resulting in a recommendation to the DDA that only some of PMCD's proposals be adopted. [REDACTED] OIS, Chief, IRMD, and two other members were tasked with drafting the Task Force's position to the DDA. The response is to be prepared during the week of 7 January and will be reviewed by the Task Force at another meeting on 14 January.

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STAT b. Component Surveys. Chief, IRMD, met with [] Chief,
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 and records management programs. [] had become aware of the
 results of the IRMD survey in the Office of Imagery Analysis and wanted
 to know what IRMD's capabilities were to survey other DI offices.

STAT [] described a serious space problem that the DI was experiencing
 and wondered if a survey could reduce paper holdings in components
 resulting in some space savings. It was explained that an OIS survey
 might reduce component file holdings, but the purpose of a survey was
 broader than simply saving space, encompassing the 10 elements that
 STAT comprise the Agency's Information Management Program. [] asked if
 IRMD would be willing to brief the directorate's administrative or
 executive officers on our survey capabilities and their potential
 benefit. A briefing on our program will be provided once the details can
 be worked out and a date arranged.

STAT d. Records Center. Records Center personnel completed the
 destruction of 972 cubic feet of National Intelligence Survey (NIS)
 supplemental copies. This destruction was made possible by an agreement
 reached last year between the Office of Global Issues and the Office of
 Central Reference (OCR) under which OCR will provide supplemental hard
 copy distribution of only the latest version in each NIS series. Records
 Center personnel also performed the following activities during the week:

RAMS:	Made 11 additions, 19 changes, and 3 deletions.
ARCINS:	Jobs received/edited: 12. Jobs keyed: 19 consisting of 1,248 entries. Jobs completed: 9. Title searches: 1.
Reference:	Serviced 3,895 requests for records.
Accessions:	Received 11 jobs totaling 102 cubic feet.
Special Runs:	Three to OP.

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MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

**SUBJECT: Regulatory Policy Division Activities - 2 January
through 8 January 1985**

1. RPD is currently processing 108 jobs.

2. Among the issuances processed during the first week of the new year were: a bulletin announcing the death of General Robert E. Cushman, Jr. who served as Deputy Director to DCI Richard Helms; a bulletin announcing that during February, National Black History Month, Carl T. Rowan, distinguished columnist and commentator, will address Agency employees in the Auditorium; and a bulletin concerning The American Red Cross launching a worldwide campaign for funds for famine relief in Africa.

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4. C/RPD has followed up on the action assigned by the DDA to D/OIS regarding the possible reissuance of a Headquarters Notice on Airline Bonus Programs. SSA/DDA, after discussing this matter with the Deputy Inspector General, is rewriting a portion of the expired Headquarters Notice and will forward to RPD for processing and appropriate coordination.

5. Our review editor, is in training for five days from 7-11 January.

6. RPD responded to requests for information and documents from various components in the Agency. Our clerical employees handled 98 telephone calls.

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